



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

November 16, 2000

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2001-21

TO: All UPS Agencies

FROM: Ronald S. Mitchell
Director

SUBJECT: December Processing Schedule

In view of Monday, December 25, 2000, being a state holiday, the input (on-line and interface) of payroll entries for pay period 12/11/00 through 12/24/00 has been changed. **OSUP will calculate payroll on Tuesday, December 26, 2000, in order to meet payroll deadlines.** Please adhere to the following schedule for payroll processing purposes.

1. The deadline for Interface agency transactions will be 10:30 a.m., Tuesday, December 26, 2000.
2. The On-Line Time Entry and Master Record Access systems' deadlines will be 9:00 a.m. for timekeepers and 11:30 a.m. for headquarters staff on Tuesday, December 26, 2000.
3. EFT Direct Deposit file transmission to the bank will be done Wednesday, December 27, 2000, for the December 29th payday.
4. Terminated employee checks and Client/Resident employee checks and earnings statements should be available to local agencies to pick up at OSUP by 12:00 noon Wednesday, December 27, 2000. Out-of-town agencies should receive these checks via United Parcel Service (UPS) before 4:00 p.m., Thursday, December 28, 2000. Please note that these checks are dated December 29, 2000, and should not be negotiated before this date.
5. All checks distributed through direct mail **will be** mailed on Friday, December 29, 2000. Earnings statements of employees on Direct Deposit should be mailed on Thursday, December 28, 2000, provided that there are no problems.
6. State Mail will possibly begin distributing payroll reports on Wednesday, December 27, 2000. These reports will be available for viewing in BUNDL around 2:00 p.m., Tuesday, December 26, 2000, if there are no processing problems.

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Note: The Void/Supplemental deadline for the payday of December 29, 2000, will be 12:00 noon, Wednesday, December 20, 2000. **The on-line payroll system will NOT be available to agencies between 4:30 p.m. and 5:00 p.m., Thursday, December 21, 2000, in order to complete this payday's void and supplemental processing.**

Timekeepers and/or headquarters staff should complete time and master record entry transactions by Friday, December 22, 2000, in order to alleviate possible slow response time on Tuesday, December 26, 2000. The payroll system will be available December 23 - 25, 2000 during the normal holiday/weekend hours of 7:00 a.m. to 5:00 p.m. **TUESDAY SHOULD BE USED FOR ADJUSTMENTS TO PREVIOUS ENTRIES.**

Note: As usual, the system will be available beginning 5:30 a.m. on the day calc is processed.

In order to help reduce manual W-2c's and meet processing schedules, the following procedures have been established:

1. **Any void and supplemental documents for calendar year end not processed by 12:00 noon, Wednesday, December 20, 2000, will be processed for the first payroll in January 2001 and may require a W-2c.** This includes supplemental documents required to adjust Social Security and Medicare for Flexible Benefit adjustments on terminated employees. **If possible, agencies should delay until January 2001 any supplemental check requests affecting taxes and wages.**
2. Routine supplemental requests received after 12:00 noon, Thursday, December 21, 2000, will generate checks no earlier than Tuesday, December 26, 2000. Routine supplemental requests received after 12:00 noon, Thursday, December 28, 2000, will generate checks no earlier than Tuesday, January 2, 2001. This is in accordance with the OSUP processing schedule in the Standard Accounting Procedures Manual.

Due to reduced processing time because of the Christmas and New Year holidays, and increased volume of garnishment and child support payable requests, it is necessary for this office to implement the following payables processing schedule:

Payable requests received after 8:30 a.m. Monday, December 18, 2000, and **no later than** 4:00 p.m. Thursday, December 21, 2000, will generate checks for Wednesday, December 27, 2000. Checks will be distributed as usual. Payable requests received after 4:00 p.m., Thursday, December 21, 2000 and **no later than** 8:30 a.m. Friday, December 29, 2000, will generate checks for Wednesday, January 3, 2001, and will be distributed as usual.

Please take the necessary steps to ensure that as many requests as possible are received prior to the deadline of 4:00 p.m., Thursday, December 21, 2000. Remember that all agencies are permitted to fax in their own payable requests (except a batch which includes a Void Check request) to (225) 219-4432.

At the end of calendar year 2000, Advance Earned Income Credit (EIC) status will be stopped. The employee must complete a new Form W-5 each year to receive Advance EIC payments. In order to reestablish EIC on an employee's record, go to the

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TAXES/RETIREMENT Screen (BL14M213) and enter the appropriate EIC filing status code.

As usual, the Federal/State Tax Exempt Report (BL1718-01) will be available in BUNDL view December 27, 2000, and will remain there for 15 days. An employee must file a Form W-4 each year by February 15 to claim exemption from federal income tax withholding. Refer to this report to determine from whom you must obtain a new Form W4. Remember to forward a copy of the new Form W-4 to OSUP to be sent with Form 941.

At the end of calendar year 2000, the United Givers code on an employee's master record (e.g., UGBR, UGHT) will be retained and the MAX DED, DED AMT, MTD and CYTD fields will be zeroed out. To update the United Givers deduction amount on an employee's record, go to the **OTHER DEDUCTIONS Screen (BL14M217)**, enter the maximum amount to be deducted for calendar year 2001 in the MAX DED field, and enter the biweekly deduction amount in the DED AMT field.

The 2001 Social Security wage base will increase to \$80,400. The maximum Social Security tax employees and employers will each pay in 2001 is \$4,984.80. As usual, there is no limit on the wages subject to Medicare tax.

If there are any questions regarding the payroll processing schedule, please contact the UPS Help Desk at (225) 342-8928.

RSM:REN:kmb

[Attachment: Dec/Jan Processing Calendar](#)

Dec & Jan

ATTACHMENT TO OSUP MEMORANDUM #2001-21

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					1 PAYDAY Pay Checks to be mailed	2
3	4 8:30 Payable Request deadline for checks to be issued this week	5 Transmit State Tax payment for 12/01 payday	6 12:00 V/S Deadline for 12/15 Payday	7 4:30 V/S Calc for 12/15 Payday (UPS unavailable 4:30-5:00) Payables Checks distributed as usual	8	9
10	11 3:00 Calc for 12/15 Payday 8:30 Payable Request deadline for checks to be issued this week	12 Transmit DD for 12/15 Payday Payroll Reports to be distributed	13 Earning Statements to be mailed	14 Transmit tax pmt for 12/15 payday Payables Checks distributed as usual	15 PAYDAY Pay Checks to be mailed	16
17	18 8:30 Payable Request deadline for checks to be issued this week	19	20 12:00 V/S Deadline for 12/29 Payday	21 4:30 V/S Calc for 12/29 Payday (UPS unavailable 4:30 – 5:00) V/S requests after 12:00 will not produce checks earlier than 12/26 Payables Checks distributed as usual 4:00 Payable Request Deadline for checks to be issued 12/27	22	23
24	25 HOLIDAY	26 11:30 Calc for 12/29 Payday–Deadlines: Timekeepers – 9:00 Interface – 10:30 Headquarters – 11:30	27 Transmit DD for 12/29 Payday Term/Client checks to be distributed by 12:00 Payroll Reports to be distributed	28 V/S requests after 12:00 will not produce checks earlier than 01/02 Transmit tax payment for 12/29 payday Payables Checks distributed as usual Earning Statements to be mailed	29 PAYDAY Pay Checks to be mailed 8:30 Payable Request Deadline for checks to be issued 01/03	30
31	1 HOLIDAY	2	3 12:00 V/S Deadline for 01/12 Payday	4 4:30 V/S Calc for 01/12 Payday (UPS unavailable 4:30-5:00) Payables Checks distributed as usual	5	6

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